

**REAL ESTATE APPRAISER
APPLICATION REVIEW COMMITTEE MINUTES
FEBRUARY 18, 2010**

PRESENT: Lynn Gregorash, Gary Gruenisen, Frank Hopp, Thomas Kneesel, Gregory Landretti, Lawrence Nicholson, Ursula Volk

EXCUSED: Donald Chudnow, David Wagner

STAFF: Gail Sumi, Bureau Director; Colleen Baird, Legal Counsel; Karen Rude-Evans, Bureau Assistant; Kelly Niesen, Program/Permit Associate

GUESTS: none

CALL TO ORDER

Frank Hopp, Chair, called the meeting to order at 10:04 a.m. A quorum of seven (7) members was confirmed.

APPROVAL OF AGENDA

Amendments:

- Correct the date on the agenda page from February 18, 2009, to February 18, 2010
- Additional application reviews:
 - Daryl Burchardt
 - Kenneth Anderson

MOTION: Thomas Kneesel moved, seconded by Larry Nicholson, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 19, 2009

MOTION: Larry Nicholson moved, seconded by Ursula Volk, to approve the minutes of November 19, 2009 as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

John Lease is the Division Administrator for Board Services and Gail Sumi is the new Bureau Director for the Real Estate Appraiser Board. Colleen Baird is filling in today as Legal Counsel now that Ruby Jefferson-Moore has retired. A new legal counsel has been hired and will be at the next meeting.

Gail Sumi reviewed the DRL policies with the Committee.

REVIEW OF APPLICANT AUDIT LETTER

Kelly Niesen reviewed with the Committee the proposed audit letter to send to applicants that would allow them to submit their appraisal reports via email. The Committee approved the letter by consensus.

CLOSED SESSION

MOTION: Thomas Kneesel moved, seconded by Gregory Landretti, to convene to Closed Session to deliberate on cases following hearing (s.19.85(1)(a)), Stats.; to consider licensure or discipline (s. 19.85 (1)(b)), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f)), Stats.; and to confer with legal counsel (s. 19.85(1)(g)), Stats. Roll call vote: Lynn Gregorash-yes; Gary Gruenisen-yes; Frank Hopp-yes; Thomas Kneesel-yes; Gregory Landretti-yes; Lawrence Nicholson-yes; Ursula Volk-yes. Motion carried unanimously.

Open session recessed at 10:34 a.m.

RECONVENE TO OPEN SESSION

MOTION: Gregory Landretti moved, seconded by Lynn Gregorash, to reconvene to Open Session. Motion carried unanimously.

Open session reconvened at 1:21 p.m.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

APPLICATION REVIEWS

JOHN ARMSTEAD

MOTION: Ursula Volk moved, seconded by Lynn Gregorash, to recommend that the Department approve John Armstead's appraisal reports with coaching comments for reports # 1 and # 3. Motion carried unanimously.

TERRENCE CHRIST

MOTION: Larry Nicholson moved, seconded by Gary Gruenisen, to recommend the Department issue a notice of intent to deny Terrence Christ's appraisal reports subject to the receipt of two more recent full reports that comply with USPAP and other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

COLLEEN KRUEGER

MOTION: Thomas Kneesel moved, seconded by Gary Gruenisen, to recommend the Department issue a notice of intent to deny Colleen Krueger's appraisal reports as the three reports do not state whether or not the appraiser inspected the sale comparables (land and improved) or the rental comparables. The Committee requests the following information:

1. Provide a statement as to whether or not Ms. Krueger inspected the comparable sales and, if so, provide some evidence from the work file of such (photographs, inspection notes, travel log, etc.)
2. If the comparables were not inspected, explain how the physical information was verified for accuracy and specifically, how the condition and location adjustments were made if the condition and location of the comparables were not observed.
3. If the comparables were not inspected by Ms. Krueger, explain how the USPAP competency rule was satisfied and how Standards Rule 1-4(a) was adhered to.
4. Specifically for the Chippewa Falls, WI property, provide a statement as to how much time Ms. Krueger spent in the local and Wisconsin markets inspecting the subject property, the area and the comparables as well as verifying the comparables.

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COLLEEN KRUEGER (continued)

Motion carried unanimously.

KENNETH MARTIN

MOTION: Larry Nicholson moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny Kenneth Martin's appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

MICHAEL MASTERJOHN

MOTION: Greg Landretti moved, seconded by Larry Nicholson, to recommend to the Department to deny Michael Masterjohn's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

SHARON MEGNA

MOTION: Lynn Gregorash moved, seconded by Thomas Kneesel, to table the review until Sharon Megna submits two additional appraisal reports where she completed 100% of the work. Motion carried unanimously.

ROBERT MERRIMAN

MOTION: Greg Landretti moved, seconded by Gary Gruenisen, to recommend that the Department approve Robert Merriman's appraisal reports with coaching comments. Motion carried unanimously.

THOMAS PHILLIPS

MOTION: Frank Hoppe moved, seconded by Gary Gruenisen, to recommend that the Department approve Thomas Phillips' appraisal reports as submitted. Motion carried unanimously.

SALLY RENK

MOTION: Gary Gruenisen moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny Sally Renk's appraisal reports subject to two additional reports that comply with USPAP and other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

ABIGAIL RINGEL

MOTION: Lynn Gregorash moved, seconded by Thomas Kneesel, to recommend that the Department deny Abigail Ringel's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

KEVIN SCHNEIDER

MOTION: Thomas Kneesel moved, seconded by Gary Gruenisen, to recommend that the Department deny Kevin Schneider's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

JUDSON SCHULTZ

MOTION: Greg Landretti moved, seconded by Lynn Gregorash, to recommend that the Department approve Judson Schultz's appraisal reports as submitted. Motion carried unanimously.

JOHN WOOD

MOTION: Thomas Kneesel moved, seconded by Gary Gruenisen, to recommend that the Department deny John Wood's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

DARYL BURCHARDT

MOTION: Greg Landretti moved, seconded by Ursula Volk, to recommend that the Department approve Daryl Burchardt's appraisal reports as submitted. Motion carried unanimously.

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KENNETH ANDERSON

The Committee re-reviewed the appraisal reports for Kenneth Anderson.

MOTION: Lynn Gregorash moved, seconded by Gary Gruenisen, to recommend that the Department issue a notice of intent to deny Kenneth Anderson's appraisal reports subject to receipt of more information on the most recent report. Motion carried unanimously.

ADJOURNMENT

MOTION: Lynn Gregorash moved, seconded by Greg Landretti, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:31 p.m.